

~~CONFIDENTIAL~~  
The Director of Central Intelligence  
Washington, D.C. 20505

National Intelligence Council

1 February 1988

NOTE TO: ALL NIOs  
FROM: H. F. Hutchinson, Jr.  
SUBJECT: NIC Activity Report

1. The current Director prefers a short Weekly Report that looks ahead at coming events and activities; he does not value an account of what has already happened, especially if he is already aware of it because of his own involvement. Using inputs from directorates and independent offices, Jim Taylor's office prepares the Weekly Report and forwards it to the Director for weekend reading. The most space the NIC is ever likely to claim is two pages.

2. Under these circumstances it makes sense to organize our submission under headings that describe what we do: DCI/DDCI Support; Estimates and Intelligence Memoranda; Intelligence Community Coordination; and Outside Activities.

- Under DCI/DDCI Support include any oral or written briefings you are preparing for the DCI or DDCI and any other kinds of direct support. Do not include things you have already completed, particularly if they are aware of them.
- Under Estimates and Intelligence Memoranda include formal actions (submission of memoranda or TORs; convening of Community meetings, except for Warning Meetings) which were recently taken or are about to be taken.
- Under Intelligence Community Coordination include your activities regarding requirements, identification of gaps and remedial measures, Community organizational matters and the like. Please emphasize what you are in the process of doing, not what you have already done.
- Under Outside Activities include your travel plans, any conferences you are holding or attending, major meetings coming up in the policy community and planned contacts with business or academic circles.

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: NIC Activity Report

3. Generally, future activities or planned activities are those which will occur within the next week or so.

4. For ease of editing each NIO is requested to submit a weekly report organized under the four headings shown on the attachment. David or I will select those entries that merit submission to the Director. Your remaining entries will serve to keep us current on your activities.



H. F. Hutchinson, Jr.

CONFIDENTIAL

MEMORANDUM FOR: Director of Central Intelligence  
Deputy Director of Central Intelligence

FROM: H. F. Hutchinson, Jr.  
Acting Chairman

SUBJECT: Weekly Report

DCI/DDCI Support

Estimates and Intelligence Memoranda

Intelligence Community Coordination

Outside Activities